



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY DENTAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

MCDS

7 March 2005

MEMORANDUM FOR All U.S. Army Dental Command Personnel

SUBJECT: U.S. Army Dental Command (DENCOM) Policy Letter 05-36, Delegation of Position Classification Authority

1. References:

a. Memorandum, Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs) ASA(M&RA), 17 November 1997, Delegation of Position Classification Authority

b. U.S. Army Medical Command (MEDCOM) Memorandum, 21 May 1999, Delegation of Position Classification Authority

2. This memorandum provides U.S. Army Dental Command (DENCOM) guidance for implementing the ASA(M&RA) and MEDCOM policy contained in the references above for delegating civilian position classification authority to managers and supervisors. The above memos delegate classification authority through our chain of command to the lowest practicable level.

3. The purpose of delegating position classification authority is to enhance the personnel management authority of supervisors and managers by providing them maximum control over positions in their organizations, while being fiscally responsible.



4. Therefore, in accordance with the U.S. Army & MEDCOM policies, position classification authority is delegated to Regional Dental Command (RDC) commanders. The exercise of this authority is subject to all provisions of the ASA(M&RA) & MEDCOM policies. Under this delegated authority, RDC commanders may **NOT** delegate position classification authority to the U.S. Army Dental Activity (DENTAC) commanders. RDC commanders must complete the required training prior to exercising classification authority. No new position descriptions will be created without first staffing through action with DENCOM.

5. It is imperative that RDC commanders increase their knowledge of the classification function and make full use of available tools such as the Position Description Library (PDL), Personnel Management Information and Support System (PERMISS), and other guidance contained on the ASA(M&RA) Civilian Personnel On Line (CPOL) Internet web site. The web site address is <http://cpol-army.mil/home.html>. Other available tools for commanders and managers include the Department of Defense Core Document (COREDOC) and the classification advisory services available from their servicing Civilian Personnel Advisory Center (CPAC) and Civilian Personnel Operations Center (CPOC).

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6. No additional funding will be provided for position upgrades. RDC Commanders must ensure they have the money in their budget to pay for the upgraded position for the remainder of the current fiscal year and the out-years.
7. RDC Commanders may not unilaterally raise the GS rating of an entire class of employees (e.g. all receptionists or all dental assistants), without first staffing through action with DENCOM.
8. To allow tracking at the corporate level, all position changes will be reported to DENCOM Chief, Resource Management Division, along with the rationale the commander used in authorizing the upgrade.
9. In summary, RDC commanders are responsible and accountable for:
 - a. Maintaining the integrity of the position classification program.
 - b. Conducting a high quality position classification and position management program.
 - c. Implementing the delegation of classification authority and training requirements consistent with the ASA(M&RA) policy guidance.
 - d. Assuring compliance with statutory and regulatory requirements for accurate description and grading of civilian positions and taking appropriate action to promptly correct inaccurate classification.
 - e. Establishing procedures for assessing trends and progress in the position management and classification program.
10. Questions concerning the delegation of classification authority should be directed to MAJ Stephen Sheridan, Chief, Resource Management Division, at (210) 221-6528 or DSN 471.

E-Signed by sidney A. Brooks 
VERIFY authenticity with ApproveIt


SIDNEY A. BROOKS
Colonel, DC
Commanding